NCEAD EAD 2002 Template

All elements listed in the template are required unless noted with an `<! -- OPTIONAL -->` comment. All data should be included even if it is just a placeholder. Default suggestions are made throughout the template for placeholders that might be appropriate, and are incorporated into the software tools[*] created for NCEAD. This template does not include all elements and attributes available in the document type definition. Instead, it includes those tags recommended or required for NCEAD as well as optional elements and attributes that have been defined in the NCEAD XSL stylesheet. For information on other tags and attributes, please refer to the *Encoded Archival Description Tag Library Version 2002* (http://www.loc.gov/ead/tglib/index.html).

```
<ead>
<eadheader audience="internal" countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511">
```

Discussion

- audience attribute set to "internal" indicating internal use only of the <eadheader> information.
- Attribute values for langencoding, countryencoding, dateencoding, and repositoryencoding are set to the values above.

```
<eadid countrycode="us" mainagencycode="[code] publicid="[formal
public identifier]" url="[url of document]">[document file name,
no extension]</eadid>
```

Discussion

The <eadid> provides a unique identifier for the EAD instance.
- The mainagencycode attribute refers to the Organization Code. It is recommended that each institution obtain an organization code for interoperability. For more information go to the *MARC Code List for Organizations* (http://lcweb.loc.gov/marc/organizations/).

- In the example above the formal public identifier provides a filename-independent reference for the finding aid that includes full information about its owner and title. To construct a formal public identifier use:
    -//[institution name]::[subordinate division]//TEXT (us::[main agency code]::[local reference code]::[title of resource])//EN

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[*] Software tools created for NCEAD include NoteTab®. Other software is also available for EAD encoding.